Nottinghamshire County Council

Culture Committee

Tuesday, 13 January 2015 at 14:00

County Hall, **County Hall, West Bridgford, Nottingham, NG2 7QP**

AGENDA

1	Minutes of the last meeting on 2nd December 2014	3 - 6
2	Apologies for Absence	
3	Declarations of Interests by Members and Officers:- (see note below) (a) Disclosable Pecuniary Interests (b) Private Interests (pecuniary and non-pecuniary)	
4	Service Update for the Period 10 November to 14 December 2014	7 - 10
5	Fees & Charges 2015-16 for the Country Parks and Green Estate Service	11 - 22
6	A Strategy for Notts Libraries - 6 Monthly Progress Report July to Dec 2014	23 - 34
7	Libraries, Arts, Archives, Information and Community Learning Services - New Operating Model - Gover	35 - 48
8	Cultural Services Strategic Events Programme 2015	49 - 52
9	Changes to the Staffing Structure in the Country Parks Service	53 - 58
10	Sherwood Landscape Partnership Scheme - Development Stage	59 - 62
11	Historic Environment Record	63 - 66

12 Work Programme 67 - 70

Notes

(1) Councillors are advised to contact their Research Officer for details of any Group Meetings which are planned for this meeting.

(2) Members of the public wishing to inspect "Background Papers" referred to in the reports on the agenda or Schedule 12A of the Local Government Act should contact:-

Customer Services Centre 0300 500 80 80

(3) Persons making a declaration of interest should have regard to the Code of Conduct and the Council's Procedure Rules. Those declaring must indicate the nature of their interest and the reasons for the declaration.

Councillors or Officers requiring clarification on whether to make a declaration of interest are invited to contact Martin Gately (Tel. 0115 977 2826) or a colleague in Democratic Services prior to the meeting.

(4) Councillors are reminded that Committee and Sub-Committee papers, with the exception of those which contain Exempt or Confidential Information, may be recycled.

(5) This agenda and its associated reports are available to view online via an online calendar - http://www.nottinghamshire.gov.uk/dms/Meetings.aspx

Nottinghamshire County Council

minutes

Meeting	Culture Committee
Date	2nd December 2014 (commencing at 2pm)

Membership
Persons absent are marked with an 'A'

COUNCILLORS

John Knight (Chairman)
Alan Bell (Vice-Chairman)

Pauline Allan
Chris Barnfather
Richard Butler
Steve Carroll
John Cottee
John Clarke
Maureen Dobson
A Sybil Fielding
Alice Grice
A Tom Hollis

Ex-officio (non-voting)
A Alan Rhodes

OFFICERS IN ATTENDANCE

Pete Barker - Democratic Services
Kirsty Blyth - Team Manager, Library Service Development
Steve Bradley - Group Manager, Cultural and Enrichment Services
Eddie Brennan - Countryside Access
Carolyn Gallagher - Principal Librarian, Libraries
Peter Gaw - Group Manager, Libraries, Archives & Information
Derek Higton - Service Director Youth, Families and Cultural Services
Neil Lewis - Countryside Access
Philippa Milbourne - Children Families and Cultural Services

MEMBERSHIP

The clerk to the Committee reported orally that Councillors Steve Carroll and Richard Butler had been appointed to the Committee in place of Councillors Sybil Fielding and Roger Jackson respectively for this meeting only.

MINUTES OF THE LAST MEETING

The minutes of the last meeting held on 21 October, having been circulated to all Members, were taken as read and were confirmed.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor Tom Hollis (other County Council business.)

DECLARATIONS OF INTEREST

Councillor Chris Barnfather in item 8, the report on Adult and Community learning Service, as he is a user of the service.

Councillor Alice Grice, in the same item, as she is a volunteer for WEA.

Neither interest precluded either Councillor participating in the debate or voting on the motion.

APPLICATION TO REGISTER LAND AS A TOWN OR VILLAGE GREEN – LAND AT LEEMING LANE RECREATIONAL GROUND, MANSFIELD WOODHOUSE

RESOLVED 2014/055

That Committee rejects the application for the reasons set out in the report.

SERVICE UPDATE FOR THE PERIOD 29 SEPTEMBER TO 9 NOVEMBER 2014

RESOLVED 2014/056

That the update on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people be noted.

PERFORMANCE REPORTING (1 April – 30 September 2014)

RESOLVED 2014/057

That Committee notes the performance of the Council's cultural services during the period 1 April – 30 September 2014.

FEES AND CHARGES 2015/16 FOR LIBRARIES, ARCHIVES AND INFORMATION

RESOLVED 2014/058

That the proposed fees and charges within the Libraries, Archives and Information Service, as set out in Appendices 1 and 2 of the report, be approved for 2015/16, with implementation from Monday 6 April 2015.

ADULT AND COMMUNITY LEARNING SERVICE MANAGEMENT FEES AND CHARGES POLICY 2014/15

RESOLVED 2014/059

That the publication of the Adult and Community Learning Service Management Fees and Charges Policy 2014/15 be approved.

2014 VISITOR SATISFACTION SURVEY AT RUFFORD COUNTRY PARK

RESOLVED 2014/060

That the outcome of the 2014 annual visitor satisfaction survey at Rufford Abbey Country Park be noted.

SUMMER READING CHALLENGE 2014

RESOLVED 2014/061

That the update on the Summer Reading Challenge 2014 reading initiative be noted.

WORK PROGRAMME

RESOLVED 2014/062

That the committee's work programme be noted.

The meeting closed at 3.15pm.

Chairman

Nottinghamshire County Council

Report to Culture Committee

13 January 2015

Agenda Item: 4

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

SERVICE UPDATE FOR THE PERIOD 10 NOVEMBER TO 14 DECEMBER 2014

Purpose of the Report

1. To update the Committee on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people.

Information and Advice

LIBRARIES, ARCHIVES, INFORMATION AND COMMUNITY LEARNING

Library Access Points

2. In consultation with remote rural local communities in the Collingham area, including Coddington, South Scarle, Harby, Besthorpe, Winthorpe and Thorney, we are developing a new concept of library provision, Library Access Points (LAP).

3. These are small deposit collections of books reflecting individual community needs and whilst supported by the library service, they are administered and made accessible by organisers within the local community.

4. The first LAP is due to open at South Scarle Community Centre within St Helena's Church on Saturday 10 January 2015 with a loan collection of 300 books, half of which will be exchanged at agreed times throughout the year. In addition volunteers within South Scarle are able to refresh a selection of the collection by using their local libraries at Collingham and Newark.

5. This development supports our 'Strategy for Nottinghamshire Libraries' and our key pledges to respond directly to local needs in developing libraries and also to increase community involvement in the shaping of libraries and delivery of library provision.

6. LAPs are in *addition* to the traditional library provision of branches and mobiles and are a positive step in increasing access to books and reading.

7. Depending on further demand and need in the Collingham area, it is possible that there will be additional LAPs in 2015.

An Evening with John McGovern

8. On Wednesday 3 December West Bridgford library hosted 'An Evening with John McGovern' as part of its programme of events. The legendary former Nottingham Forest Captain and twice European Cup winner entertained an audience with anecdotes from his career and relationship with Brian Clough. The event tied in nicely with the announcement of the winner of the William Hill Sports Book of the year and saw John talk about his own book 'From Bo'ness to the Bernabeu'. Almost 90 people, mostly men, attended the session, including one lifelong Forest fan who came all the way from Birmingham.

CPLUS survey results

9. "The library is awesome!" (Clipstone Library user, age 12)

10. During October/November, the library service held an online user survey for children and young people aged 0 to 16 years old. The survey asked a range of questions about what children and young people think of the library service as well as providing an opportunity for them to make comments about their local library. Over 1,100 responses were received with overwhelmingly positive feedback including:

Overall satisfaction with the library service	9.1 / 10
The helpfulness of library staff	9.2 / 10
The library being a safe place	9.1 / 10

11. In addition, 87% of 6 to 16 year olds say the library has helped them get better at reading while 77% say libraries have helped them with their homework.

12. For further information, please contact Peter Cribb (peter.cribb@nottscc.gov.uk)

Libraries Modernisation Programme

13. The modernisation programme continues to improve library buildings and use of technology. Two library building closures commenced on 23 December in order for work to commence early in the New Year. Work at Sutton-in-Ashfield Library to improve the entrance, reception and staircase will improve the overall access to the library; it reopens on 17 January. Also a large scale refurbishment of Arnold Library will be undertaken upgrading the buildings systems and re-shelving the public areas. This will improve energy efficiency, lower running costs and modernise the overall service.

14. The Library Management System (LMS) is the core business system for the library service providing a catalogue of all items, circulation control (including self-service), online catalogue and the customer database. This system was upgraded and is not provided and supported by the supplier. This process went very smoothly and only resulted in a few hours of planned downtime for customers. This is a consortium project, led by Nottinghamshire County Council in partnership with Derby City, Derbyshire, Leicestershire, Nottingham City and Rutland Councils.

15. Bingham Library opened to the public on 8 January following a complete refurbishment. The project also included the co-location of the Children's Centre utilising space vacated by the local surgery. Public response has been very positive with significant numbers of visits and new members being counted. The upgrade of the building systems and the replacement of the windows on the street scene have resulted in a more sustainable and modern facility for the Bingham community. A new re-designed and enlarged public area will help the service meet the needs of a growing community. A meeting room shared with the Children's Centre will be available for library events and community organisations to use.

Independent Library Report for England

16. The Department for Culture Media and Sport (DCMS) and the Department for Local Government and Communities (DCLG) commissioned William Sieghart to undertake an independent report into the state and future of the public library service in England. The report was issued on 18 December 2014. The main recommendations are

    1. The provision of a national digital resource for libraries, to be delivered in partnership with local authorities

    2. The setting up of a task and finish force, led by local government, in partnership with other bodies involved in the library sector, to provide a strategic framework for England.

    3. The task force, to work with local authorities, to help them improve, revitalise and if necessary, change their local library service, while encouraging, appropriate to each library, increased community involvement.

17. The report highlights the role of libraries in communities, providing access to digital services and the use of arm's length operating models, all key aspects of the current Nottinghamshire's Libraries Strategy.

18. A full analysis of the report and the implications for Nottinghamshire will be reported to Culture Committee in March.

COUNTRY PARKS AND GREEN ESTATES

Green Estates Update - Forestry

19. Contracts for forestry operations have been let at Dob Park, Hucknall, and Daneshill Energy Forest between Lound and Ranskill. The plantations will be thinned out to promote the growth of the remaining trees. The 'heavy' and mechanised nature of the work will inevitably cause disturbance to the sites. However, the removal of the larch at Dob Park is overdue and is starting to have an adverse effect on the rest of the woodland, both in terms of the quality of the timber and its biodiversity. At Daneshill the removal of some of the pine will allow more light and air into the plantation benefitting the remaining trees and the ground flora. At both sites the tracks will be re-graded upon completion, and the woodland and forest rides will quickly recover once things start

growing again in the spring. Income from this sale will help us to continue manage the Green Estate for local communities to use and enjoy, and to benefit biodiversity.

Sparkling Sherwood

20. Sparkling Sherwood proved to be a very popular addition to the Sherwood Christmas events programme and tickets sold out a week before the event.

21. The winter lighting event took place on three evenings, 5, 6 and 7 December, with 400 people attending two sessions per evening. Weather conditions were very favourable and with all the tickets pre-sold there was no problem with queuing traffic on the road and many visitors commented on how well organised their arrival was.

22. The ticket price was kept deliberately low as the event was mostly funded by an Awards for All grant obtained by event partner the Sherwood Forest Trust.

23. Feedback on the evening was very positive and the Communications and Marketing team have emailed attendees seeking further feedback. Events in the National Nature Reserve, particularly lighting events, are complex and require the support of Natural England which was granted this year. The Chairman of the County Council and consort seemed to thoroughly enjoy their visit on the last evening of the event and we were delighted that they were able to attend and support both Sparkling Sherwood and the Tree Dressing event.

24. The overall success of the event makes it a real possibility that the event will be repeated in 2015.

RECOMMENDATION

1) That the update on a range of initiatives being undertaken to improve and enhance the quality of life for Nottinghamshire people be noted.

Derek Higton
Service Director, Youth, Families and Cultural Services

For any enquiries about this report please contact:

Derek Higton
Service Director, Youth, Families and Cultural Services
T: 0115 9773498
E: derek.higton@nottscc.gov.uk

C0542

Nottinghamshire County Council

Report to Culture Committee

13 January 2015

Agenda Item: 5

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

FEES AND CHARGES 2015/16 FOR THE COUNTRY PARKS AND GREEN ESTATE SERVICE

Purpose of the Report

1. To seek approval for the proposed fees and charges for the Country Parks and Green Estate Service for the financial year 2015/16.

2. To consider the issue raised in a petition received in relation to the season ticket charging policy in 2014/15.

Information and Advice

3. Fees and charges are reviewed annually and are influenced by the rate of inflation, service income targets, market forces, and the level to which customers are 'price sensitive' in what is becoming a very competitive leisure and tourism market, also served by other providers across the County, such as the National Trust, Forestry Commission and Thoresby Estate.

4. Fees and charges levied by the Country Parks Service comprise car parking, hiring for mobility scooters, filming fees for commercial companies (infrequent) and events on parks.

5. Commercial charges in trading outlets (catering and retail at Rufford and Sherwood) are not covered in this report. School sessions at Sherwood Forest Visitor Centre provided by the Environmental Education team and in the Rufford Crafts Centre (Arts Service) are also excluded.

6. The proposed charges for 2015/16 for the Country Parks Service are set out below:

Car Parking

7. The car park charging policy has been reviewed throughout the year to assess the opportunity to generate extra income and thus reduce the overall revenue costs across the Country Parks and Green Estates portfolio.

8. There is a strong case to extend the current charging periods at both Rufford and Sherwood Country Parks, bringing them in line with many other local and regional

attractions of a similar size and offer. It is not proposed to increase the actual daily charge, however.

Car Parking policy and charging proposals at Rufford Abbey and Sherwood Country Parks 2015/16

- the standard car parking charge to remain at £3 per car per whole day for all cars

- free concession for coaches and mini-buses will be retained

- the charge for motorcycles will remain the same at £1 per bike per whole day and a charge of £20 introduced for overnight stays (as a deterrent to overnight 'camping' which is not permitted under the byelaws and for which we have no facilities)

- peak period charging will be introduced from 3 April (Good Friday) to 1 November and all Nottinghamshire school holidays where charging will be in place every day

- the standard £3 charge will apply to weekends and Bank Holidays throughout the year (except where the special event charge applies)

- parking will be free on weekends at Sherwood in January, February and March except for the weekends either side of the February half term break

- **Appendix 1** shows the current charging schedule and **Appendices 2 and 3** indicate the proposed charging periods and charges for 2015/16 for Rufford and Sherwood respectively

- season ticket of £25 per calendar year will be increased to £30 (but will include entry to events when an additional charge applies). Season tickets for Rufford can also be used at Sherwood

- mobility scooter hire to be increased from £1.50 to £2.50 per hour to help defray the increased costs of maintenance and repair

- a special event charge of £5 per car to be made for premier events, including, but not exclusively, The Robin Hood Festival, Earth and Fire Ceramics Festival and the 1940s week-end.

- the special offer redemption scheme at Rufford and Sherwood where the £3 car park fee is refunded on a purchase of £15 or more (except when the special event fee is in force) will remain.

Car Parking at Bestwood Country Park and Cotgrave Country Park

- no daily car parking charges to be levied as there are no visitor facilities on site.

Other fees and charges

Filming Fees

- a filming fee at Rufford Abbey if the footage / photography is to be broadcast, printed or used for commercial purposes will be charged at £250 per full day or £175 per half day (3 hours). There is no charge for amateur, educational or 'not for profit' uses

- a filming fee donation at Sherwood Forest Visitor Centre (as the Council does not own this site) for short filming sessions (less than an hour on site), with only minimal input from staff, will be £50. For longer sessions, requiring greater input from staff, a fee of £200 will be charged.

Firewood

- to increase the charge from £75 to £80 per trailer, when wood is available at any of our sites and continue the charge of £5 per net of logs.

Public Events

- various smaller public events are held within Country Parks, ranging in size from guided walks to living history days. On occasions, charges may be made for activities within these, eg: for trail leaflets. Such charges are outside the scope of this report.

Memorial Items

- to maintain charges for benches and plaques installed at Rufford Abbey within a range of £250 to £850, dependent upon the nature of the memorial item.

Petition received in relation to charges for season tickets

9. A petition of 46 signatures was presented to Full Council at the meeting on 18 September 2014 requesting that free entry to major events for season ticket holders be reinstated. The petition has been forwarded to Culture Committee for decision. This report recommends that free entry to major events is reinstated for season ticket holders while increasing the cost of the season tickets by £5 to £30. It is believed this still represents very good value for money.

Other Options Considered

10. Charges are kept under review throughout the course of the year and reflect a balanced approach between generating income and retaining visitor numbers at our sites.

Reason/s for Recommendation/s

11. The recommendation to keep the majority of car park charges unchanged but to increase charging periods is made in the light of a review of non-charging days and the potential to increase parking income. The increase of £5 on the current season ticket cost of £25

(and to reinstate access to events within the price) still represents excellent value for money for regular visitors including dog walkers.

12. It is felt that the new proposals provide a balanced approach in relation to charging for parking and the potential that charging has to depress spending in on-site commercial outlets.

13. It should also be remembered that visiting outdoor attractions such as country parks is heavily influenced by the weather. On good days, car parking demand at Rufford, for example, is very high. In such cases, the parking charge period is a method of helping to manage undesirable peaks and troughs of demand, by encouraging visitors to come midweek and off peak if they can.

14. Whilst it would be logical to also remove free parking for coaches, there is a concern that with some 300 plus coaches per year calling at Sherwood Forest and Rufford Abbey, trade in catering and retail outlets would be affected, and tourists would go elsewhere. As the free parking is an attractive incentive to coach operators, it is therefore proposed to retain free parking for coaches.

Statutory and Policy Implications

15. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

16. The revised charging regime is in line with local competitor pricing.

Financial Implications

17. The charging schedule set out in this report will support the Service to operate within its revenue estimates for 2015/16. It is estimated that the new charging strategy will generate in excess of £60,000 profit.

Public Sector Equality Duty Implications

18. As part of the process of making decisions and changing policy, public authorities are required by law to think about the need to:

- Eliminate unlawful discrimination, harassment and victimisation.
- Advance equality of opportunity between people who share protected characteristics (as defined by equalities legislation) and those who do not.
- Foster good relations between people who share protected characteristics and those who do not.

19. Equality Impact Assessments (EIAs) are a means by which a public authority can assess the potential impact that proposed decisions / changes to policy could have on the community and those with protected characteristics. They may also identify potential ways to reduce any impact that a decision / policy change could have. If it is not possible to reduce the impact, the EIA can explain why. Decision makers must understand the potential implications of their decisions on people with protected characteristics.

20. An EIA has been carried out on the implications of increasing the charges and to date there is minimal evidence that these will have a disproportionate impact on any particular group of park visitors/users. However, the impact of the charges will be kept under review and if it is evident that these have a longer term disproportionate impact, there is built-in flexibility to the procedures to make any appropriate changes.

21. The EIA is available as a background paper. Decision makers must give due regard to the implications for protected groups when considering this report.

RECOMMENDATION/S

That:

1) the charging regime as set out in the report is adopted for 2015/16

2) car parking charges be kept under review and feedback from users of the service be monitored to assess the overall impact of the changes.

3) the lead petitioner is informed:

   a) that the cost of season tickets will be increased by £5 to £30

   b) that free access to major events for season ticket holders will be reinstated

   c) that a report will be presented to Full Council for the actions to be noted.

Derek Higton
Service Director, Youth, Families and Cultural Services

For any enquiries about this report please contact:

Linda Hardy
Visitor Services Manager
T: 01623 821328
E: linda.hardy@nottscc.gov.uk

Constitutional Comments (LM 17/11/14)

22. The recommendations in the report fall within the terms of reference of the Culture Committee.

Financial Comments (KLA 17/11/14)

23. The financial implications of the report are set out in paragraph 17 above.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Equality Impact Assessment

Electoral Division(s) and Member(s) Affected

All.

C0526

Nottinghamshire County Council

Country Parks Car Parking Charging Days 2014/2015

	April 2014						May 2014						June 2014					
M		7	14	21	28			5	12	19	26			2	9	16	23	30
T	1	8	15	22	29			6	13	20	27			3	10	17	24	
W	2	9	16	23	30			7	14	21	28			4	11	18	25	
T	3	10	17	24			1	8	15	22	29			5	12	19	26	
F	4	11	18	25			2	9	16	23	30			6	13	20	27	
S	5	12	19	26			3	10	17	24	31			7	14	21	28	
S	6	13	20	27			4	11	18	25			1	8	15	22	29	

	July 2014						August 2014						September 2014					
M		7	14	21	28			4	11	18	25		1	8	15	22	29	
T	1	8	15	22	29			5	12	19	26		2	9	16	23	30	
W	2	9	16	23	30			6	13	20	27		3	10	17	24		
T	3	10	17	24	31			7	14	21	28		4	11	18	25		
F	4	11	18	25			1	8	15	22	29		5	12	19	26		
S	5	12	19	26			2	9	16	23	30		6	13	20	27		
S	6	13	20	27			3	10	17	24	31		7	14	21	28		

	October 2014						November 2014						December 2014					
M		6	13	20	27			3	10	17	24		1	8	15	22	29	
T		7	14	21	28			4	11	18	25		2	9	16	23	30	
W	1	8	15	22	29			5	12	19	26		3	10	17	24	31	
T	2	9	16	23	30			6	13	20	27		4	11	18	25		
F	3	10	17	24	31			7	14	21	28		5	12	19	26		
S	4	11	18	25			1	8	15	22	29		6	13	20	27		
S	5	12	19	26			2	9	16	23	30		7	14	21	28		

	January 2015						February 2015						March 2015					
M		5	12	19	26			2	9	16	23			2	9	16	23	30
T		6	13	20	27			3	10	17	24			3	10	17	24	31
W		7	14	21	28			4	11	18	25			4	11	18	25	
T	1	8	15	22	29			5	12	19	26			5	12	19	26	
F	2	9	16	23	30			6	13	20	27			6	13	20	27	
S	3	10	17	24	31			7	14	21	28			7	14	21	28	
S	4	11	18	25			1	8	15	22			1	8	15	22	29	

Car Parking charge applies £3 (including blue badge holders).
£1 motorcycles

Park closed

Special event car parking charge of £5 applies at Rufford

Special event car parking charge of £5 applies at Sherwood

Rufford 2015 parking charge dates

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Rufford 2016 parking charge dates

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

On days of bad weather, charges may be dropped, at the discretion of the Site Manager

KEY

£3 parking charge applies on red dates

£5 special event charge applies on purple dates

Park Closed Christmas Day

SAVE MONEY!

Season ticket £30 per year
valid at both Rufford Abbey & Sherwood Forest
INCLUDING special event days

Special Event Charging Dates

Historical Bazaar	25th & 26th April 2015
Earth & Fire Festival	26th, 27th & 28th June
1940s Weekend	12th & 13th Sept. 2015

Sherwood 2015 parking charge dates

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Sherwood 2016 parking charge dates

January						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

In case of bad weather charges may be dropped, at the Site Manager's discretion

KEY

£3 parking charge applies on red dates

£5 special event charge applies on purple dates

Park Closed Christmas Day

SAVE MONEY!

Season ticket £30 per year
valid at both Sherwood Forest & Rufford Abbey
country parks including Robin Hood Festival

Special Event Charging Dates

The Robin Hood 3rd - 9th August 2015

Nottinghamshire County Council

Report to Culture Committee

13 January 2015

Agenda Item: 6

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

A STRATEGY FOR NOTTINGHAMSHIRE'S LIBRARIES - 6 MONTHLY PROGRESS REPORT: JULY – DECEMBER 2014

Purpose of the Report

1. To update Members on implementation of the Strategy for Nottinghamshire's Libraries between July and December 2014.

Information and Advice

2. The 'Strategy for Nottinghamshire's Libraries' was approved by County Council on 15 December 2011.

3. Since its approval the strategy has under-pinned the service business plans for 2012/2013 and 2014/15. A number of specific actions have been completed or have made progress during the current year of the strategy.

4. The strategy outlined 10 key pledges and a 10 point action plan for the future.

5. The following table summarises progress between July and December 2014 in relation to the **10 key pledges** made within the strategy.

Pledge No.	Pledge Summary	July - December 2014
1.	We will invest to put libraries at the heart of their communities by maximising the use of library services and our buildings as a key face to face service of the County Council.	NCC Work Clubs have now increased to 9 libraries with regular average attendances of 110 people In Bingham the Children's Centre will co-locate with the library in the refurbished building when it opens in January. Other partnership arrangements with Children's Centres continue at Cotgrave, Ladybrook, Mansfield Woodhouse, Misterton, Ruddington, and Warsop Libraries. NCC Registration Services continue to

Pledge No.	Pledge Summary	July - December 2014
		be delivered from Beeston, Southwell, Sutton-in-Ashfield, Stapleford and West Bridgford Libraries. The Library Service now supports the Families Information Service and has trained local library staff to deal with face to face enquiries.
2.	We will provide services where people live, through an extensive network of libraries and specialist mobile libraries.	All 60 libraries and 3 mobile libraries are fully operational - non-planned closure was 0.2% (static and mobile combined) An estimated 1.5 million visits were made to libraries during July – December 2014 and there were 14,000 new members.
3.	We will respond directly to local needs in developing libraries and ensure our libraries meet community need. We will ensure that: - libraries are open at convenient times - a wide range of library books and information sources are available across the network - we consult with customers and communities in making changes to service provision.	During Bingham Library's closure extra opening hours were provided at Radcliffe Library and a mobile library was open in Bingham on Saturday mornings. The allocated bookfund for 2014-15 is £800,000 for new books, DVDs and other library stock material. This has been supplemented by another £100,000 to support collection development especially with regard to the refurbishment projects at Bingham and Arnold. We expect to add over 150,00 new items to stock during the full year In consultation with remote rural local communities in the Collingham area including Coddington, South Scarle, Harby, Besthorpe, Winthorpe and Thorney, we are developing a new concept of library provision, Library

Pledge No.	Pledge Summary	July - December 2014
		Access Points (LAP). These are small deposit collections of books reflecting individual community needs and whilst supported by the Library Service, they are administered and made accessible by organisers within the local community. The first LAP is due to open at South Scarle in January 2015
4.	We will increase community involvement in the shaping and delivery of libraries provision.	Discussions and ideas for working in partnership for the development of community partnership libraries within the following communities have taken place: Jacksdale, Skegby, Huthwaite, Tuxford, Sutton-on-Trent, Collingham, Ladybrook, Sutton Bonnington, Misterton, Edgewood, and Annesley Woodhouse. This work is ongoing and it is anticipated that there will be a range of partnerships and agreements depending on the particular needs and capacities within each individual community. The move towards a new operating model for the service includes a public engagement plan which will be delivered in 2015.
5.	We will keep local communities and customers at the centre of all we do.	Libraries continue to play a significant role in the life of communities for example: a new community meeting room has been created in the refurbishment of Bingham Library the Library Service has taken on the building responsibilities within The Bramley Centre in Southwell, formerly occupied by the Youth Service. As well as supporting the continuation of youth provision there are plans to remodel the building in early 2015 and extend the range of community meeting rooms, facilities and services available to the community.

Pledge No.	Pledge Summary	July - December 2014
6.	We will be dynamic, innovative and share best practice.	Nottinghamshire Libraries continues to play an active part in regional and national networks. The Arts Council funded project Libraries for the Future is being delivered at Mansfield Library, with workshops and the creation of a digital art installation MILO (a Mega Intelligent Learning Organism). In November 2014 Nottinghamshire Libraries migrated to a new library management system in the first stage of a new East Midlands partnership arrangement. The new consortium will extend and improve access to a wider range of materials for customers, cater for a universal library membership across the region, and will also reduce maintenance costs substantially. The option to extend our current joint contract with our main stock suppliers for the period 2015-17 has been taken. In partnership with Derbyshire, Derby City and Nottingham City, this arrangement provides advantageous terms and prices for stock supply and enhances the effective spending power of the bookfund.
7.	We will provide excellent customer service every time, and maintain our high satisfaction levels.	In October/November 2014, our Children's and Young People's Public Library User Survey received over 1,100 responses with overwhelmingly positive feedback: • 91% rate the Library Service 8/10 or above • 92% rate staff helpfulness 8/10 or above
8.	We will ensure that libraries contribute to positive social, economic and educational outcomes for individuals,	The Apprentice Programme continues to be successful and several former apprentices are now employed within the service. The service has 4 new

Pledge No.	Pledge Summary	July - December 2014
	communities, local business and culture in Nottinghamshire.	placements for 2014/15 as well as continuing to support another 6 who are finishing their placements. Southwell Library continues to develop its cultural programme, including Village Ventures events in partnership with the Town Council, jazz evenings as part of the Autumn Jazz programme and local community groups who put on numerous events including, in October, a trio of plays from The Southwell Theatre Group. The library hosted the annual Bramley Apple Festival in October and 1,500 people enjoyed a range of activities including apple pressing, a ceilidh and poetry and painting competitions. In November a partnership with Lowdham Bookcase resulted in a visit by world renowned novelist Jodi Picoult who talked with and signed books for over 150 visitors. The Big Draw, an annual campaign to encourage people to draw, was again supported by Nottinghamshire libraries. We commissioned the arts team at Rufford to create an activity that would result in an exhibition of artwork produced by library customers to tour library galleries. The “Future Fields” exhibition is on tour from 8 November until 24 February and will then be divided up and displayed in several smaller libraries. We also joined the Rufford activity creating poppy seed head sculptures which would be scattered in gardens and lead to the growth of a “Future Field”. Other libraries ran their own activities for Big Draw, including a Bramley apple mural and a poppy dedications wall. In total 37 libraries took part in the Big Draw with approximately 1,480 people taking part.

Pledge No.	Pledge Summary	July - December 2014
9.	We will continue to develop new audiences for our libraries by exploiting the use of customer insight data and by adopting a targeted approach to our cultural programmes.	Worksop Library is continuing to provide a very successful monthly programme for older people, in partnership with Live Music Now, called Songs and Scones. A successful Southwell Library Poetry Festival was held in Southwell Library, with highlights including Helen Mort. A sell out Readers' Day in partnership with Nottingham City Library saw renowned authors Sathnam Sanghera, Rose Tremain and John Harvey join readers from across Nottinghamshire to share and celebrate reading. The autumn/winter programme of jazz is being delivered at Worksop, West Bridgford and Southwell Libraries. The Library Service has successfully applied for Arts Council funding through their Grants for the Arts Libraries Fund to develop high quality, fun, imaginative and accessible live theatre in libraries for children aged 5 – 9 years and their families including the commissioning of a new play based on a contemporary children's novel bespoke to library settings. We will target both new and existing customers to develop our audience base and specifically engage with children in areas of deprivation and looked after children. The programme will roll out through 2015
10.	We will continue to explore new operating models to provide the best possible libraries service for Nottinghamshire.	The outline business case approved by Full Council on 27 February 2014 supports the development of an arm's length operating model for public libraries. Cultural Service transformation board has been established to progress work to deliver the agreed business case. Progress reports presented to Culture Committee at its June and October

Pledge No.	Pledge Summary	July - December 2014
		meetings Cabinet office support has been secured to support the process

6. The following table summarises progress in relation to the **10 point action plan**.

Action Number	Action	July – December 2014
1.	Investing in, developing and remodelling Nottinghamshire libraries.	Bingham Library and Children's Centre will re-open in January 2015 following major refurbishment. The new-look library offers improved layout and facilities, including a meeting room available for community groups to hire. Plans to open up the ground floor space as part of the library at Sutton-in-Ashfield - creating a library presence in the shopping centre as well as increasing accessibility. Arnold Library will close in January 2015 to undertake a major refurbishment and building project. Sutton-on-Trent Library re-opened at the end of October following a six week closure for essential structural repairs to the floor. During the closure period the library was also reorganised and redecorated to enhance the library offer. Public response within the village has been very positive.
2.	Locating library services in the best location for local communities and library users	Work continues to develop Community Partnership Libraries in several locations throughout the County. Initial discussions are underway with Jacksdale Community Centre about co-locating the library.
3.	Providing resources and access to services in partnership with local communities and customers.	All frontline staff are currently receiving national Universal Offer training to improve their skills using digital information resources so that they can help customers access more on-line services.

Action Number	Action	July – December 2014
4.	Continuing to develop the 'core' libraries offer to provide inspiration to read, create knowledge through access to information, learning and the Nottinghamshire story, enhance community life and stimulate cultural activity.	The Library Service's core offer was reviewed this year to ensure that we are continuing to provide a responsive service which meets objectives. The core offer states what each level of library will provide in relation to children's activities such as Rhyme, Rattle and Roll, Try IT computer training sessions and reading development activities and events Libraries continue to support 170 book groups and other reading activities for adults and children, including Bookstart
5.	Maximising the use of new technology such as e books and self service.	A new e-newspaper service has recently been launched to supplement our existing e-books, e-audio books and e-periodicals services. Registered library members now have online access to all national UK newspapers, a range of local titles from around the country and many in other languages from around the world
6.	The further development of planned cultural, heritage and learning programmes.	The strategic programmes continue to be developed in Worksop, Mansfield and West Bridgford Libraries. A series of family events took place over the summer, including a fantastic football event at Mansfield in partnership with Mansfield Town FC, and Summer Safety Roadshows with the fire, police. East Midlands Ambulance Service, the Ambulance Heritage Society and NCC's Road Safety team. Events to commemorate the centenary of World War 1 have taken place across the library network, including Arnold at War, a week long local studies event in partnership with the Arnold Local History Society. Over 350 people attended a range of WW1 themed events and displays at Hucknall, Kirkby and Sutton in Ashfield

Action Number	Action	July – December 2014
		Libraries. The Libraries for the Future project has engaged people of all ages with new technology at Mansfield Central Library. Plans are underway to involve other libraries by April 2015.
7.	Maintaining and further developing work with children and young people.	This year's Summer Reading Challenge ran from 12 July until 7 September. Over 9,600 Nottinghamshire children took part in the challenge with 55% of these completing the challenge by reading six library books during the holidays. Summer Reading Challenge Volunteers, age 14 years upwards, were recruited in 19 of the busiest libraries. In all 103 volunteers were recruited to support children on the reading challenge, by listening to children talk about the books they have read and hand out the incentives and rewards. Volunteers gave over 1,700 hours of their time over the six week holiday. Jamie Thomson, author of numerous children's and adults books, visited Mansfield Central Library in October. Over 170 year 5/6 pupils from local schools (Sutton Road and St Philip Neri) were entertained by Jamie's impressions of the Dark Lord. The visit was part of an ongoing programme of library author visits to promote reading for pleasure. Kirkby-in-Ashfield and Sutton-in-Ashfield Libraries were among 200 libraries across the country to take part in Good Morning Britain's 'Just Read' giveaway. The Just Read campaign, supported by The Reading Agency (a leading, national reading charity) and children's publisher Puffin, aims to encourage parents to spend 10 minutes reading with their children every day. Kirkby and Sutton were each able to give away

Action Number	Action	July – December 2014
		50 copies of the bestselling book *Diary of a Wimpy Kid* by Jeff Kinney. A series of workshops for children were held in libraries during the October half term holiday. Author and illustrator, Lynne Chapman, hosted workshops at Worksop, West Bridgford and Mansfield Central Libraries, while illustrator Jo Litchfield led a workshop at Newark Library. There were also four story and craft sessions at Arnold, Beeston, Hucknall and Kirby-in-Ashfield Libraries. Over 200 children participated in the 9 sessions during the week where they were inspired to draw their own characters from their favourite stories. A range of events, including a digitally themed summer school, were held at Mansfield Central Library as part of the Libraries for the Future project, bringing in new audiences Successfully attended Young People's Reading Development events held at the 3 Strategic Libraries. Plans to extend into other large libraries to engage with these audiences.
8.	Supporting staff development and empowerment.	The staff forum continues to be a useful way of working with staff to improve services. All Librarians and Archivists are currently completing a development programme (by March 2015) to update current skills and provide skills for the future.
	Developing 'community library partnerships' (CPLs)	Volunteering in libraries has been maintained and is seeing a gradual increase. Community Partnership Libraries are developing in several locations, A full report on progress was presented to Culture Committee on 3 June 2014.

Action Number	Action	July – December 2014
	Developing mobile and community based library services to those who cannot visit static library sites.	The 'At Home Library Service' provided in partnership with the Royal Voluntary Service (RVS) continues to develop with 312 regular customers. The Mobile Library Service visits 250 mostly rural communities on a monthly basis.

7. In summary the Library Service continues to deliver its core service to a high standard and is developing the service in line with the agreed strategy.

Other Options Considered

8. As this is a report for noting, it is not necessary to consider other options.

Reason/s for Recommendation/s

9. The report is for noting only.

Statutory and Policy Implications

10. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

11. The detailed work undertaken in relation to the delivery of the strategy aims to improve the accessibility and quality of library and information services for our customers.

RECOMMENDATION/S

1) That the update on implementation of the Strategy for Nottinghamshire's Libraries between July and December 2014 be noted.

Derek Higton
Service Director, Youth, Families and Cultural Services

For any enquiries about this report please contact:

Peter Gaw
Group Manager, Libraries, Archives and Information
T: 0115 977 4201
E: peter.gaw@nottscc.gov.uk

Constitutional Comments

12. As this report is for noting only, no constitutional comments are required.

Financial Comments (KLA 15/12/14)

13. There are no financial implications arising as a direct result of this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

A Strategy for Nottinghamshire's Libraries – report to County Council on 15 December 2012

Electoral Division(s) and Member(s) Affected

All.

C0541

Nottinghamshire County Council

Report to Culture Committee

13 January 2015

Agenda Item: 7

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

LIBRARIES, ARTS, ARCHIVES, INFORMATION AND COMMUNITY LEARNING SERVICES: NEW OPERATING MODEL – GOVERNANCE

Purpose of the Report

1. To agree the legal form and governance arrangements for the new arm's length operating model for Libraries, Arts, Archives, Information and Community Learning Services.

Information and Advice

2. The Libraries and Archives business case, approved by Full Council at its meeting on 27 February 2014, aims to retain a sustainable network of libraries and enable the County Council to fulfil its statutory and legal duties in relation to public libraries and archives.

3. In year 3 (2016/17) of the business case it is proposed to move the Service to an arm's length operating model to generate immediate savings (£400,000 per annum) from a reduction in business rates.

4. A report outlining the full business case for the development of an arm's length operating model was presented to Culture Committee at its meeting on 3 June 2014. A further update on progress was presented to Culture Committee at its meeting on 21 October 2014.

5. An award of support from the Mutualisation Support Programme (MSP), the Cabinet Office support programme, has been made providing legal, HR, governance, financial and set up support for the new organisation.

6. Establishing the right legal form for the new body and the governance framework under which it will operate as a charity at arm's length from the Council is a key milestone in the delivery of the business case.

7. A workshop for all Members was undertaken following the meeting of the Culture Committee on 2 December 2014 to establish the most appropriate legal and governance model for the new organisation.

8. The workshop focussed on the legal and governance model, rather than the content of the contract which will be the subject of a Members' workshop in February, with a decision report presented to Culture Committee at its meeting on 3 March 2015.

9. The selection of the legal form of the new body that is appropriate for the range of cultural and learning services subject to the new arrangement needs to allow the following:

- Charitable status
- Not for profit
- Asset lock
- Able to employ staff
- Financial benefits – rate relief / lottery bidding / gift aid
- Able to contract
- Able to maintain a public service ethos
- Able to develop stakeholder membership for individuals / staff
- Able to deliver statutory and non-statutory services
- Able to benefit non members
- Provides limited personal liability for board members.

10. The workshop considered a range of legal forms including:

- Charitable Company
- Charitable Incorporated Organisation
- Charitable Trust
- Community Benefit Society (CBS)
- Community Interest Company (CIC)
- Company Limited by guarantee
- Co-operative Society
- Partnership and Limited Liability Partnership
- Unincorporated Organisation.

11. A score card assessment based on a disadvantages/advantages grid (see **Appendix 1**) and the criteria listed in paragraph 9, enabled Members to identify two possible options for the new organisation, a Company Limited by Guarantee and a Community Benefit Society (CBS).

12. Following the workshop further investigation and advice has been sought to clarify further which of the two forms is more appropriate.

13. Legal guidance (through the MSP) indicates that the conclusions of the workshop were correct and that either form can meet the requirements as listed in paragraph 9.

14. It is understood that it is easier to gain full charity status for a Company Limited by Guarantee than for other models.

15. A Community Benefit Society in comparison with a Company Limited by Guarantee, provides more easily for staff and individual (public) membership and has lighter regulation with less rigid accounting requirements, whilst still having the ability to gain full charitable status or exempt charitable status.

16. Although a Community Benefit Society is a less well known model, it has been the model of choice for the City of York Council and Suffolk County Council in the development of their new operating models for public library services.

17. The workshop supported the concept of increased community and individual participation in the governance and development of services, thus a Community Benefit Society provides more easily for membership although not exclusively.

18. On this basis, the Service team has concluded that a Community Benefit Society should be the preferred legal form of the new body.

19. The Members' workshop also considered the governance of the new body, in particular the form in which the board should be constituted.

20. An outline of the board was agreed and subject to further legal guidance, especially in relation to the requirements of the Charity Commission and the appropriate financial regulatory body, the following is proposed.

21. An independent board of 12 members to act as trustees and the accountable body for the conduct and strategic direction of the new organisation.

22. The board would elect an independent chair and would allow observer status to the County Council's appointed commissioning officer.

23. The 12 member board would be made up of the following:

- Staff member (x1) – elected by all employees (all employees are members)
- Society 'community' members (x 4) – elected by all members of the society (excluding staff) and / or 'friends' groups
- Selected and appointed (x4) – recruited via an open process – selected by appointments panel
- Nottinghamshire County Council (x2) - appointed – Chair of Culture and Culture opposition spokesperson
- Ex-officio – CEO / Chief Operating Officer for the society.

24. To meet the requirements of the Charity Commission / HMRC charitable exempt status, the Financial Conduct Authority (FCA) and secure the independence of the new independent organisation the following principles apply:

- board members will not be paid, other than reasonable expenses
- board members are required to avoid conflicts between charitable and personal interests
- Councillors appointed by the County Council must follow Charity Commission guidance on political campaigning
- where a trustee is elected, or appointed, by a connected organisation or other third party, he or she must act only in the best interests of the charity in carrying out their trustee role
- board members may be charity trustees by law, and therefore responsible for ensuring that the society complies with the requirements of charity law

- board members minimum age 16 years
- board membership maximum 12
- board tenure will be developed to facilitate a 1/3 stand down each year
- the staff board member is elected via one staff member one vote by permanent staff employed at the time of the election
- co-opting board members will be allowed in the shadow period and on ongoing basis to meet specific needs of the board or fill gaps during the normal selection cycle
- society 'community' members (individuals and friends of groups) will be elected via one 'society' member one vote.

25. The arm's length operating body will be established during 2015, with a shadow board established by July 2015.

26. Establishing a name of the new organisation is required. The working title in relation to the support from the Cabinet Office and the required business plan is 'Inspire – Culture and Learning Nottinghamshire'.

27. Therefore work will be undertaken including market analysis and testing to establish the registered name of the new organisation.

Other Options Considered

28. Options for the type of legal form are detailed in paragraph 10.

Reason/s for Recommendation/s

29. To agree that a Community Benefit Society be the legal form for the new arm's length operating organisation for Libraries, Arts, Archives, Information and Community Learning Services.

30. To agree the outline format of the board to provide the governance for the new organisation.

31. To approve an approach to the naming of the new organisation.

Statutory and Policy Implications

32. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

33. The development of an alternative operating model will increase customer engagement. The Council will continue to decide the delivery model, standards and overall priorities of the services through its contract with the new body. A detailed process of stakeholder,

customer and community engagement will be required in the formation of the alternative operating arrangements.

Financial Implications

34. The move to an alternative form of governance through the formation of an arm's length body will enable the service to make the proposed level of savings in 2016/2017.

35. Work is underway to establish and quantify the relevant set up costs, but they are not known at this time. When this work has been completed a further report will be submitted. Any costs incurred in the meantime will be met from within existing resources where possible.

36. Increased access to grant funding will be facilitated once the service is not directly delivered by the County Council.

RECOMMENDATION/S

That:

1) a Community Benefit Society be agreed as the legal form for the new arm's length operating organisation for Libraries, Arts, Archives, Information and Community Learning Services.

2) the outline membership and principles for the new organisation's board, as outlined in the report, be agreed as the basis of registration with the Charity Commission and the relevant financial bodies.

3) the approach to the naming of the new organisation, as outlined in the report, be agreed.

Derek Higton
Service Director, Youth, Families and Cultural Services

For any enquiries about this report please contact:

Peter Gaw
Group Manager, Libraries, Archives, Information and Learning
T: 0115 9774201
E: peter.gaw@nottscc.gov.uk

Constitutional Comments (AK 23/12/14)

37. The Culture Committee has delegated authority within the Constitution to approve the recommendations in the report.

Financial Comments (SS 22/12/14)

38. The financial implications of the developments, where known, are set out in paragraphs 34 to 36 along with the limitations of current knowledge.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Libraries and Archives Business Case B13 – report to Full Council on 27 February 2014.

Libraries, Arts, Archives, Information and Community Learning Services: Future operating model - report to Culture Committee on 3 June 2014.

Libraries, Arts, Archives, Information and Community Learning Services: Future operating model update on progress – report to Culture Committee on 21 October 2014.

Electoral Division(s) and Member(s) Affected

All.

C0544

Organisation Legal Structures APPENDIX 1

Community Group and Voluntary Organisations			
Unincorporated Organisation	**Advantages**	**Disadvantages**	**Potential charitable status**
Better suited for small groups. May need a structure that gives members more individual protection if employing staff or managing a building	• Simple/ flexible. Constitution does not have to be agreed by an outside body unless registering as a charity • Cheap to run • If charitable aims then can register as a charity and access funding that is only available to charities	• Some funders prefer a more formal structure – especially for larger amounts of money • As a group with no legal existence: o It cannot own property in its own right o It cannot enter into contracts – if it wants to rent premises or employ people, this is done in the eyes of the law by individuals on behalf of the group o Individual members of the management committee are personally responsible for the group's obligations and debts and are liable if, for example, it is sued	Yes
Charitable Trust	**Advantages**	**Disadvantages**	**Potential charitable status**
Legal form set up by means of a trust deed and will need to register with the Charity Commission. Usually set up to manage money or property for a charitable purpose. Not a membership organisation – run by a small group of people known as trustees, although the deed	• Cheap to establish – no registration fee although a small stamp duty to pay • Fairly simple to set up – Charity Commission publishes a model declaration for a charitable trust (trust deed) • Regulation by the Charity Commission gives a 'seal of	• Property can be held in the name of individual trustees for use by the charity – though the charity cannot purchase property in its own name • Normally for a charity with more professional aims that wants to employ a small number of workers or manage a building • Must draw up annual accounts and	Yes

can be written in such a way as to allow for members. Trustees can be changed regularly if so wished. Trustees must not receive any remuneration from the trust or receive any personal benefit from its activities	approval' to its activities • Funders may find the formal and stable structure reassuring whilst some funders will only give grants to registered charities	report in a particular way and send a copy to the Charity Commission • Charitable trust is an unincorporated organisation which means its trustees are personally liable for its obligations and debts • All decisions are made by a small group of people who are not necessarily easily replaceable (The Charity Commission suggests having between 3 and 9 trustees). So it is not a suitable structure for a group which wants to encourage a large and active membership.	
Charitable Incorporated Organisation (CIO)	**Advantages**	**Disadvantages**	**Potential charitable status**
New form of charitable organisation created by the Charities Act 2006 and became available at the start of 2013. Needs minimum income of £5,000 per annum. Members cannot receive dividends	• Provides a legal personality and limited liability without the dual regulation of Companies House and the Charity Commission • Registered and regulated by the Charity Commission and therefore the requirements for reporting and for annual accounts should be simpler and cheaper • Charity Commission will produce model forms of constitution for CIOs which will be simpler than the governing document of a Charitable Company	• Lengthy registration process • Because CIOs are new, the laws and regulations regarding them are underdeveloped – and therefore little support and advice currently available • May be difficult to get loans from banks as don't need to keep a public record of liabilities • If it stops being charitable under the Charity Commission's criteria will be forced to close • Not suitable for external investors such as joint venture partners	Yes

Charitable Company	Advantages	Disadvantages	Potential charitable status
A Charitable Company is a limited company with charitable aims. It is an incorporated organisation that means it has a legal identity separate to its members. A limited company is considered to be a 'person' and it can therefore own land or enter into contracts. The directors are agents of the company and are not personally liable for its debts. Unlike an incorporated organisation, members must be named and a list of members forms part of the Company Register A company can also demonstrate, through its Memorandum & Articles of Association (its governing document) that it is accountable to the community and charitable in its aims. The directors of a Charitable Company are also its trustees and perform the role of the management committee Company limited by shares or by guarantee. Those limited by guarantee have no shareholders and any surplus is reinvested in the company. This type is	• Suitable for larger organisations which has considerable assets and employs more staff • Can take on legal obligations and buy property in its own name • The organisation and not its members is responsible for any debts (although directors have a legal duty to act prudently and to ensure the company manages its finances carefully) • Many funders regard this structure as more stable, as they know the company will continue to exist even if there is a change of people involved – so helps increase chances of applying for larger sums of money • Some funder only give grants to registered charities	• Need to register with Companies House and the Charity Commission and they have to be notified of every change of director/ trustee • Account and reports have to be in a particular form • It is expensive to set up and time consuming to run and annual accountancy fees can be high	Yes

recommended by the Charity Commission Company limited by shares is usually found in the commercial sector where members are investing money in the hope of gaining a profit.			

Social Enterprises

Partnership and Limited Liability Partnership	Advantages	Disadvantages	Potential charitable status
Partnership Agreement between two or more people defining how the business will be run. If Limited Liability Partnership (LLP) then have to register with Companies House and publish accounts. An LLP is taxed as a partnership so members are taxed on their respective proportions of profit and capital gains. Members can receive dividends if constitution set up as such.	• Social aims can be spelled out in the Partnership Agreement • If a Limited Liability Partnership – partners not personally liable for any losses provided they acted in a reasonable manner • Can own assets or enter into contractual arrangements • Organisational flexibility – no specified management structure and members can agree how to share profits, members can agree how decisions are made, when and how new members are appointed • Suitable for external investors such as joint venture partners	• Partnerships are not generally considered to be a Social Enterprise • Could be problem if applying for funding as may be difficult to demonstrate any wider social involvement • Partners are personally liable for debts unless a Limited Liability Partnership is formed and there still could be some circumstances in which personal liability arises • Not clear if local authority can legally establish a limited liability partnership and make profit (although some local authorities have already done this) – they should do this through a limited company or an Industrial and Provident Society	No
Limited Company	**Advantages**	**Disadvantages**	**Potential charitable status**
Company Limited by Shares or by Guarantee. Its Memorandum & Articles of Association must state that any surplus is put towards the company's social purpose and usually defines the company as democratic and accountable to the community through its membership. A company limited by shares will generally pay profits to its shareholders	• In law a Limited Company is considered to be a person and can therefore own land or enter into contracts • Directors are agents for the company and are not personally liable for its debts • Flexible structure suitable for a wider range of Social Enterprises • Can potentially claim charitable status for companies limited by guarantee. In a company limited by guarantee	• Regulation by Companies House is fairly strict • Detailed requirements for annual reports and accounts • If considering a company limited by shares, will need to consider the price of those shares to avoid the risk of being considered to offer State Aid • For companies limited by shares – if a shareholder wishes to retire or otherwise be removed from the company, a transfer of shares will be required	Yes if company limited by guarantee but not if limited by shares

by way of dividends. If the company is to trade then it is more common to consider a company limited by shares	(CLG) there is no share capital and no shareholders. Instead, the members give a guarantee to cover a company's liability. However, the guarantee is nominal, normally being limited to £1	• Companies limited by shares cannot claim charitable status	
Community Interest Company (CIC)	**Advantages**	**Disadvantages**	**Potential charitable status**
Limited company with special features to ensure it works for the benefits of the community. Report to a new independent regulator – the Regulator of Community Interest Companies. Requires publication of directors' remuneration. The ability of a Community Interest Company to pay dividends to its members is dependent on the constitution and subject to annual limits – but a CIC without shares cannot pay dividends	• Can be established for any legal purpose which benefits the community whereas a charity must have exclusively charitable purposes • Lighter regulation than a charitable company • Commitment of assets and profits permanently to the community by means of an 'asset lock' ensuring assets cannot be distributed to shareholders • Not for profit status is visible and assured • Cannot register as a charity but a charity may set up its trading subsidiary as a Community Interest Company – so will need to consider structure for tax benefits • Can be set up as a company limited by shares or by guarantee so offers the same limitation of liability to its members • If constitution of the Community Interest Company is non-profit distributing it is possible that it may be able to claim discretionary NNDR	• May not be eligible for funding that is available to charities • Have to register with Companies House as a company limited either by guarantee or shares and then apply to the new Regulator for Community Interest Companies • Additional regulation of activities by the Community Interest Company Regulator	No but can have a charity as a subsidiary

	relief		
Co-operative Societies (Industrial and Provident Society – IPS)	**Advantages**	**Disadvantages**	**Potential charitable status**
A Co-operative society is a form of Industrial and Provident Society (IPS). It is an incorporated organisation and its members benefit from limited liability Bona fide Co-operative Societies are now known as **Co-operative Societies** An IPS must register with the Mutual Societies Registration section of the Financial Conduct Authority (FCA), the regulatory body	• In general regulation is lighter than for Limited Companies and the accounting requirements less rigid • Members have limited liability as a separate company is formed • Members can benefit through the distribution of dividends in a co-operative society • Members can also benefit from cheaper prices for services or improved amenities	• Incorporation is more expensive than companies • There are prescribed matters to be contained in the IPS' rules • Not suitable if potentially looking for external investors – such as a joint venture partner	Co-operatives can very rarely register as charities.
Community Benefit Society – CBS (Industrial and Provident Society - IPS)	**Advantages**	**Disadvantages**	**Potential charitable status**
A Community Benefit Society is a form of Industrial and Provident Society (IPS). It is an incorporated organisation and its members benefit from limited liability. Benefit of the Community Societies are now known as	• In general regulation is lighter than for Limited Companies and the accounting requirements less rigid • Members have limited liability • Members can also benefit from cheaper prices for services or improved amenities • Community benefit societies can register with the Charity Commission	• Incorporation is more expensive than companies • There are prescribed matters to be contained in the IPS' rules • Not suitable if potentially looking for external investors – such as a joint venture partner	YES - Community benefit societies can register as charities

Community Benefit Societies. An IPS must register with the Mutual Societies Registration section of the Financial Conduct Authority (FCA), the regulatory body.	so it can explore the charitable tax benefits. Charitable community benefit society must have an asset lock. This must take the form of a rule stating that if the society is dissolved, any residual assets must be transferred to another charity with the same or similar charitable purposes		

Nottinghamshire County Council

Report to Culture Committee

13 January 2015

Agenda Item: 8

REPORT OF THE SERVICE DIRECTOR FOR YOUTH, FAMILIES AND CULTURAL SERVICES

CULTURAL SERVICES STRATEGIC EVENTS PROGRAMME 2015

Purpose of the Report

1. To update Members on scheduled strategic events for 2015 across the Libraries, Archives and Information Service, the Country Parks and Green Estate Service and the Arts and Sports Service.

Information and Advice

2. A range of affordable and accessible events are provided for residents and visitors to Nottinghamshire and are a key part of the Council's Cultural Strategy.

3. Events are a key way of Cultural Services engaging with their customers and the wider community. Key strategic events are listed in **Appendix 1** for 2015.

4. Many smaller events are delivered throughout the year and are advertised at individual sites, via the Council's web site and the 'What's on' publication produced by the County Council.

Other Options Considered

5. The report is for noting only.

Reason/s for Recommendation/s

6. The report provides a listing of significant events for 2015 as developed within the context of the Council's Cultural Strategy and service business plans.

Statutory and Policy Implications

7. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Implications for Service Users

8. The events programme aims to offer customers a range of opportunities to enjoy and learn from the range of Cultural Services and assets provided by the Council.

Financial Implications

9. The programme is funded within the revenue budgets allocated including a number of services' income targets.

Public Sector Equality Duty Implications

10. Each programme considers equalities in the creation and delivery of the event. This includes timing, access, location, communications and pricing.

Implications for Sustainability and the Environment

11. All events aim to exploit existing resources and limit negative environmental impacts in line with County Council policy.

RECOMMENDATION/S

1) That the update on scheduled strategic events for 2015 across the Libraries, Archives and Information Service, the Country Parks and Green Estate Service and the Arts and Sports Service be noted.

Derek Higton
Service Director, Youth, Families and Cultural Services

For any enquiries about this report please contact:

Libraries, Archives, Arts and Information:
Peter Gaw
Group Manager, Libraries, Archives, Information and Learning
T: 0115 977 4201
E: peter.gaw@nottscc.gov.uk

Country Parks and Green Estate and Sports:
Steve Bradley
Group Manager, Country Parks and Green Estate
T: 0115 977 4206
E: steve.bradley@nottscc.gov.uk

Constitutional Comments

12. As this report is for noting only, no Constitutional comments are required.

Financial Comments (KLA 09/12/14)

13. There are no financial implications arising directly from this report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Cultural Strategy for Nottinghamshire - Nottinghamshire County Council, December 2011
A Strategy for Nottinghamshire's Libraries - Nottinghamshire County Council Dec 2011
Archives Management and Development Plan - Nottinghamshire County Council Oct 2012

Electoral Division(s) and Member(s) Affected

All.

C0543

Appendix 1

Strategic Events 2015

Date	Event – Title / Theme	Service
February – half term	Sensational Science Week A series of exciting workshops and activities during Feb half term holiday for children aged 5+	Libraries
25th & 26th April	"On the Home Front" at Rufford Abbey	Country Parks
May	Magna Carta – Exhibition and Talks	Archives
June	National Bookstart Week 2015	Libraries
June	Children's Book Week	Libraries
June	Earth and Fire Ceramics Fair	Arts
July	Southwell Library Poetry Festival	Libraries
July/August	Children's Pop-Up Theatre – tour of new commission to 16 libraries in July/August	Libraries
3rd to 9th August	Robin Hood Festival 2015	Country Parks
Summer	Summer Reading Challenge - 'Record Breakers'	Libraries
September	Major Oak Woodland Festival	Country Parks
November	Joint Readers Day	Libraries
October – December	Page to Stage - Children's Pop-Up Theatre	Libraries
December	Sparkling Sherwood - illuminated forest walk (provisional)	Country Parks

Nottinghamshire County Council

Report to Culture Committee

13 January 2015

Agenda Item: 9

REPORT OF THE SERVICE DIRECTOR, YOUTH, FAMILIES AND CULTURAL SERVICES

CHANGES TO THE STAFFING STRUCTURE IN THE COUNTRY PARKS SERVICE

Purpose of the Report

1. To seek Committee approval to amend the staffing structure of the Country Parks Service from 1 April 2015 by dis-establishing three current posts and establishing one new post of Community Support Officer.

2. To seek Committee approval to establish a part time (21 hours per week) Bestwood Community Heritage Officer post for one year.

Information and Advice

Country Parks Service

3. In response to reducing grants from Central Government, all service areas within the County Council are obliged to make reductions to their operating budget. To this end a series of businesses cases were compiled suggesting levels of reductions to operational budgets covering financial years 2013-2016. The business cases were agreed by Members at the Council's Policy Committee meeting on 13 February 2013.

4. The Business Case 2013 – 2016 for the Country Parks Service has within it an overall savings target of £500,000. £150,000 has been saved during the current budget year and the remaining saving targets of £350,000 are scheduled to be realised in budget year 2015 and 2016. There is a specific target of £160,000 from the Country Parks operating budgets for the budget year 2015. This proposed staff reorganisation will make a £60,000 contribution to the £160,000 target.

5. Alongside the Ranger, Wardens and Janitor teams sits a small team of specialist officers that support the visitor experience. Managed by the visitor services team leader they include:

   - an **Interpretation Officer** - responsible for developing visitor information such as information panels, waymarkers, historical information packs

   - an **Events Officer** - responsible for planning, promoting and managing the country parks event programme

- a **Community Liaison Officer -** responsible for developing and managing volunteer groups to support activity across the Country Parks and Green Estates network

- a **Community Heritage Officer** - funded by the Heritage Lottery Fund, a job share post responsible for bringing to life the heritage assets at Bestwood Country Park.

6. The proposal is to delete three posts: **(i) Interpretation Officer, (ii) Events Officer** and **(iii) Community Liaison Officer** but to combine key roles in **(ii) and (iii)** in a new post that recognises the need for an ongoing resource allocation in these areas. A new post of **Community Support Officer** will therefore be established and integrated into the existing management structure of the Country Parks and Green Estates team.

7. The overall effect of the changes will be the loss of an in-house expertise and capacity to interpret the country park offer and produce visitor signage. This can be mitigated by an increased involvement in this area by the Council's Communications and Marketing team and by engagement with third part suppliers where appropriate. The loss of a dedicated resource for the development and management of events will be mitigated by retaining a level of capacity in the new post of Community Support Officer and by a greater involvement in the events programme by the Ranger teams.

8. The reduction of two posts from the current establishment will reduce the revenue costs by £60,000 and thus make a significant contribution to meeting the targets set out in the 2013 -16 business case proposals.

<u>Bestwood Community Heritage Officer</u>

9. A two year full-time Heritage Development Officer post, currently operated as a job share, has been in place at the Dynamo House at Bestwood Country Park since April 2013, financed by the Heritage Lottery Fund (HLF).

10. The remit of the post is:

- to recruit more volunteers to maintain and open the Winding Engine House
- to enable its opening to the public for more hours per year.
- to engage the local community more with this restored heritage building
- to create a small scale evens programme and learning resources.

11. These outputs have been successfully achieved. This year and last year the site also gained the VisitEngland quality standard for tourism attractions following mystery shopper inspections. A further success has been the estabishment of a Saturday morning community café, animating the Dynamo House at weekends and valued by park users.

12. The fixed term Heritage Development Officer post ends on 16 April 2015 but in view of momentum gained and the support required to seek new operating models for the Bestwood Park and Heritage facilities, it is felt that it would be prudent to retain a level of staffing in this area for a further one year period. The new opportunity will be ringfenced to the two existing jobshare postholders in the first instance.

Other Options Considered

Country Parks Service

13. There are a limited number of feasible options to generate the revenue funding required in support of the agreed budget reductions by April 2015. One alternative would be to further reduce the ranger, warden and janitor numbers but as front line operational workers it is felt that this would be more likely, compared with the current proposal, to impact negatively on the visitor experience.

Bestwood Community Heritage Officer

14. Covering the transition period from remaining Country Parks staff was considered but it is felt that given other changes recommended in the body of this report this would not be possible. Allowing the contracts to expire without seeking an opportunity to retain some capacity, albeit on a temporary basis and reduced, would compromise the opportunity to establish a sustainable future for the site.

Reason/s for Recommendation/s

Country Parks Service

15. The recommendation is sought to dis-establish three posts, in order to effect the required savings.

Bestwood Community Heritage Officer

16. To assist with the examination of new operating models for Council services.

17. To retain skills, networks and community support necessary to assist a further Heritage Lottery Fund bid.

18. To give time to plan an exit strategy, should no means be found to continue the work at Bestwood Winding Engine House and Dynamo House.

Statutory and Policy Implications

19. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

Country Parks Service

20. The restructure will make a saving of £60,000, supporting the budget reductions required to meet the agreed reductions to the Country Parks budget from April 2015.

Bestwood Community Heritage Officer

21. The new part time post will be funded from within the Country Parks and Green Estates budget and will cost around £17,200 (including on-costs)

Human Resources Implications

Country Parks Service

22. Consultation has been undertaken with staff affected and with appropriate union representatives.

23. As per standing policy on redundancy and vacancy management, redeployment will be sought where possible for employees who face compulsory redundancy.

Bestwood Community Heritage Officer

24. The post is temporary so does not increase the long term staffing commitments of the Authority.

25. The existing two job sharers are equally well placed to take on the new role, and if both wish to be considered, interviews will be held.

Public Sector Equality Duty Implications

26. The County Council's Equality Policy and redundancy management procedures will guide selection for redundancy.

Implications for Service Users

Country Parks Service

27. Inevitably, there is the potential for service provision to suffer when staff resources are reduced from service establishments. However, there are a number of mitigating actions proposed to minimise any reductions to the current service offer.

Bestwood Community Heritage Officer

28. The post is to the advantage of local residents, country park users from Bestwood Village and also local tourists. It supports the work of the community café at the Dynamo House, and the work of the Winding Engine House volunteers who donate hundreds of hours per year to the project by carrying out essential maintenance to the 1876 winding engine.

RECOMMENDATION/S

That:

1) the changes to the staffing structure of the Country Parks Service as detailed in paragraph 6 of the report be approved.

2) the establishment of a one year part-time Bestwood Community Heritage Officer post be approved.

Derek Higton
Service Director, Youth, Families and Cultural Services

For any enquiries about this report please contact:

Steve Bradley
Group Manager, Country Parks and Green Estate
T: 0115 9772715
E: steve.bradley@nottscc.gov.uk

Constitutional Comments (KK 19/12/14)

29. The proposals in this report are within the remit of the Culture Committee.

Financial Comments (SS 22/12/14)

30. The financial implications of the report are set out in paragraphs 20 and 21 above.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

Budget report – Policy Committee on 13 February 2013

Electoral Division(s) and Member(s) Affected

All.

C0547

Nottinghamshire County Council

Report to Culture Committee

13 January 2015

Agenda Item: 10

REPORT OF THE CORPORATE DIRECTOR POLICY, PLANNING AND CORPORATE SERVICES

SHERWOOD LANDSCAPE PARTNERSHIP SCHEME – DEVELOPMENT STAGE

Purpose of the Report

1. To provide an update on progress with the Landscape Partnership Scheme (LPS) for Sherwood.
2. To seek approval for the recruitment of a temporary Project Development Manager to manage the development of the Landscape Partnership Scheme.
3. To seek approval for the engagement of consultants to assist with the development of the LPS as set out in the project briefs.
4. To confirm the County Council's match funding for the Development Stage of the Sherwood LPS.

Information and Advice

5. In May 2014, the County Council submitted a Stage 1 application to the Heritage Lottery Fund's Landscape Partnerships programme on behalf of a broad group of partners including the Forestry Commission; Friends of Moor Pond Wood; Groundwork Creswell, Ashfield and Mansfield; Greenwood Community Forest; Natural England; Newark and Sherwood District Council; Nottinghamshire Wildlife Trust; Rural Community Action Nottinghamshire; Royal Society for the Protection of Birds; and, Sherwood Forest Trust.

6. The application, entitled "*From miner to Major: the real Sherwood Forest*", was considered by the national Heritage Lottery Fund (HLF) Board in a highly competitive process in October 2014. Confirmation has now been received that the application has been successful and it is anticipated that the Stage 1 development phase will start early in 2015.

7. HLF will provide £119,000 of funding for an 18-month programme of research, consultation and planning. Activities during the Development Stage will include confirmation of the area and the strategic projects, securing match funding and ensuring that all necessary consents are in place. There will also be a range of community engagement activities to seek local views and ideas for community-based projects. The conclusion of the development work will be the submission of a Stage 2 application for the delivery phase, which will aim to unlock more than £3m of investment in the Sherwood LPS area.

8. Although the detailed work programme will be drawn up during the Development Stage, it is anticipated that projects will be under three main themes:

- Natural Heritage - habitat restoration and re-creation, increasing skills of volunteers, improved recording and management.
- Built and Cultural Heritage - community-led investigation and conservation; inspiring wider audiences and training key people in heritage skills.
- Access - connecting people with the real Sherwood by increasing physical and intellectual access.

Community engagement will be central to all three themes.

9. The County Council is providing the lead body role for the Sherwood LPS and this will be managed through the Conservation team. The Development Stage grant from HLF makes provision for the following:

    - The recruitment of a temporary Project Development Manager (Band B, £29,558 plus on-costs) for 18-months to ensure that development progresses to agreed timescales/milestones. The post would be employed by the County Council and report to the LPS Board.
    - Funding for six pieces of work to be taken forward by external consultants, namely the production of a built/ cultural heritage report to inform project development; support for the production of a Landscape Conservation Action Plan and an Audience Development Plan; a review of climate change adaptation potential; a skills audit/ gap analysis of the partnership; and, an environmental economist to develop an ecosystem services project.

10. The job description, person specification and salary for the Project Development Manager have been agreed by the LPS Board and HLF. Similarly the project briefs and budget for the external consultants have also been agreed. Recruitment and procurement will be bound by HLF procedures. The costs of both the temporary post and the consultancy support are contained within the grant funding.

11. The total cost of the Development Stage will be £149,000, with HLF providing 80% funding. Match funding of £30,000 in both cash and in kind support will therefore be required. The County Council is asked to provide £4,000 of match funding over 18 months and this can be found from within the Conservation budget.

Other Options Considered

12. The County Council could choose not to employ the staff and/or consultants directly, with a view to this role being undertaken by one of the partner organisations. It has already been identified, however, that this would significantly increase the risk to the authority in its agreed role as accountable body. It would also not result in a reduction to the staff input required, as the levels of monitoring required to ensure compliance with HLF's terms and conditions would increase as direct staff and contract management decreased.

Reason/s for Recommendation/s

13. The County Council is the lead partner and accountable body for the Sherwood Landscape Partnership Scheme. As such, the authority will be directly responsible for ensuring that the Development Stage funding is defrayed in accordance with the terms and conditions of the grant and that the Stage 2 application is successfully developed and submitted within the agreed timescales.

Statutory and Policy Implications

14. This report has been compiled after consideration of implications in respect of finance, equal opportunities, human resources, crime and disorder, human rights, the safeguarding of children, sustainability and the environment and those using the service and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications

The funding for the Project Development Manager post and the recruitment of consultants is included within the Heritage Lottery Fund grant for the Stage 1 Development phase. The County Council's match funding contribution is set out in paragraph 11 of the report.

RECOMMENDATION/S

1) To note the successful Stage 1 application for the Sherwood Landscape Partnership Scheme.
2) To approve the recruitment of a temporary Project Development Manager to manage the development of the Landscape Partnership Scheme through to the successful submission of a Stage 2 application.
3) To approve the engagement of consultants as set out in the Stage 1 application, to assist with the Development Stage.
4) To confirm the County Council's contribution of £4,000 over 18 months.

Jayne Francis Ward
Corporate Director Policy Planning and Corporate Services

For any enquiries about this report please contact: Heather Stokes, Conservation Team Manager (0115 9932592, heather.stokes@nottscc.gov.uk)

Constitutional Comments [CEH 31/12/14]
The recommendations fall within the remit of the Culture Committee by virtue of its terms of reference. In addition to compliance with the terms and conditions of the Heritage Lottery Fund grant, the recruitment of a temporary post and engagement of consultants will need to comply with the Council's own procedure rules and Financial Regulations.

Financial Comments [SEM 17/12/14]
The financial implications are set out in the report.

Background Papers

None

Electoral Division(s) and Member(s) Affected

All

Nottinghamshire County Council

Report to Culture Committee

13 January 2015

Agenda Item: 11

REPORT OF THE CORPORATE DIRECTOR POLICY, PLANNING AND CORPORATE SERVICES

NOTTINGHAMSHIRE HISTORIC ENVIRONMENT RECORD

Purpose of the Report

1. To provide an update on work to enhance the Nottinghamshire Historic Environment Record and to improve public access.

Information and Advice

2. The requirement to have an up to date Historic Environment Record (HER) is written in to the National Planning Policy Framework. The data held in the HER underpins the decision making process for statutory plans and programmes.

3. County 'Sites and Monuments Records' (SMRs) started to be developed from the 1960s and all English Counties and many Unitary Authorities now have such a record. The Nottinghamshire Sites and Monuments Record began as a card index of information on all aspects of the archaeology of the county, ranging in date from the Palaeolithic period (i.e. the last Ice Age) to World War II, and in type from single pieces of pottery to large complexes of industrial buildings. Computerisation began in 1986 and much of the data is now held electronically, although the information held also includes maps, reports, photographs and slides, books, plans and surveys. In April 1996 the County Council formally adopted the SMR as the recognised repository of this information for Nottinghamshire. The parallel Historic Buildings database has since been amalgamated with the SMR, and the database now qualifies as an Historic Environment Record (HER) under the national standards and guidance.

4. The database currently contains over 18,000 records of archaeological sites and historic buildings, with new information continually being added. Maintenance of these records is very important, not least because access to an up to date Historic Environment Record is a requirement of the National Planning Policy Framework.

5. The information on the HER is used by national agencies, local authorities, professional and amateur archaeologists, researchers, students and schools in addition to the County Council's own use. However current arrangements for access to the Record are limited, and in particular the data is not available online. Online availability of HERs has been seen as desirable by Government and English Heritage for some years. Many HERs are already available on-line and demand is increasing, with expectations from users of all types that such access is available.

6. The database currently uses Access 2010, in conjunction with the MapInfo Geographical Information System (GIS). Although the database is stable and functions well, it is not supported by IT for maintenance and updates, and therefore it is not being kept up to date technically. A “live” link between the database and GIS would also improve functionality immensely. More ambitious aspirations for development to improve customer access cannot be carried forward in the current setup and as a result the County Council is restricted in providing a full HER service to customers and partners.

7. The current work programme being taken forward in conjunction with IT and Procurement is to move the HER onto an Exegesis system. This is one of only two commercially available systems and is used by the majority of English local authorities.

8. The Exegesis system will provide a live link to GIS, speeding up work processes and allowing full access to all data. Most importantly, it will enable the HER to be available online, thereby meeting the national guidelines and increasing accessibility for the majority of customers, particularly for communities and local groups who will be able to access it from their own location.

Other Options Considered

9. Further options considered as part of the cost benefit analysis included:
    - Do nothing – this would leave the HER unsupported, unlinked to other internal systems and inaccessible to the public online. There would be a high risk that the database could fail in the future.
    - Develop an in-house system - this would allow the final product to be tailored specifically to need and to be updated in response to future requirements. However the project would require a considerable amount of time and resources during development and for future improvements, from both the Conservation and ICT team and there is no capacity currently to undertake this work. There would be no payments to external bodies, but Access licences etc. would still be required. It should be noted that Access is no longer a standard product that ICT support. Online access would also have resource implications.

Reason/s for Recommendation/s

10. Access to an up to date Historic Environment Record is a requirement of the National Planning Policy Framework. There is also an increasing demand for access to the information held in HERs from members of the public, local interest groups, the education sector and others. The proposed move to an Exegesis externally hosted system would bring Nottinghamshire into line with surrounding local authorities, reduce the risk of the database failing, reduce the requirement for ongoing internal IT support and significantly improve customer access. It would also provide an opportunity to enhance the HER in the future through the provision of online access to photographic records and reports, for example, thereby increasing the accessibility of the service to external customers and the public. The proposal is in line with the County Council’s Digital First programme.

Statutory and Policy Implications

11. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

Financial Implications
The initial start-up cost for purchasing the system and all the necessary licences and for transferring the data is £34,000. The funding for this development work has been held within the Historic Environment Record budget until the necessary approvals for the business case could be secured from IT and Procurement. The annual maintenance cost for the licences etc is £10,000 and this funding has been made available from within the overall Departmental budget.

Public Sector Equality Duty implications
The improvements to the HER will increase accessibility to the information for customers who are unable to travel to County Hall.

Implications for Service Users
The proposals will significantly improve access for all users of the HER, providing 24 hour online access to much of the information held within it.

Ways of Working Implications
This is in line with the County Council's Digital First approach to customer services and is the start of an ongoing process of moving elements of the HER such as photographs and reports into a digital format, which can then be made available online.

RECOMMENDATION/S

1) That members note the work being undertaken to secure the Historic Environment Record and to improve accessibility for service users in line with national standards and guidelines and with the County Council's Digital First approach.

Jayne Francis-Ward
Corporate Director Policy Planning and Corporate Services

For any enquiries about this report please contact: Heather Stokes, Team Manager Conservation (0115 9932592, heather.stokes@nottscc.gov.uk).

Constitutional Comments [CEH 31.12.14]

12. The report is for noting purposes only.

Financial Comments [SEM 17/12/14]

13. The financial implications are set out in the report.

Background Papers and Published Documents

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

- None

Electoral Division(s) and Member(s) Affected

- All

Nottinghamshire County Council

Report to Culture Committee

13 January 2015

Agenda Item: 12

REPORT OF CORPORATE DIRECTOR, POLICY, PLANNING AND CORPORATE SERVICES

WORK PROGRAMME

Purpose of the Report

1. To consider the Committee's work programme for 2015.

Information and Advice

2. The County Council requires each committee to maintain a work programme. The work programme will assist the management of the committee's agenda, the scheduling of the committee's business and forward planning. The work programme will be updated and reviewed at each pre-agenda meeting and committee meeting. Any member of the committee is able to suggest items for possible inclusion.

3. The **attached** work programme has been drafted in consultation with the Chairman and Vice-Chairman, and includes items which can be anticipated at the present time. Other items will be added to the programme as they are identified.

Other Options Considered

4. None.

Reason for Recommendations

5. To assist the committee in preparing its work programme.

Statutory and Policy Implications

6. This report has been compiled after consideration of implications in respect of crime and disorder, finance, human resources, human rights, the NHS Constitution (Public Health only), the public sector equality duty, safeguarding of children and vulnerable adults, service users, sustainability and the environment and ways of working and where such implications are material they are described below. Appropriate consultation has been undertaken and advice sought on these issues as required.

RECOMMENDATION/S

That the Committee's work programme be noted, and consideration be given to any changes which the Committee wishes to make.

Jayne Francis-Ward
Corporate Director, Policy, Planning and Corporate Services

For any enquiries about this report please contact:

Pete Barker
Democratic Services Officer
T: 0115 977 4416

Constitutional Comments (HD)

7. The Committee has authority to consider the matters set out in this report by virtue of its terms of reference.

Financial Comments (NS)

8. There are no financial implications arising directly from this report.

Background Papers

Except for previously published documents, which will be available elsewhere, the documents listed here will be available for inspection in accordance with Section 100D of the Local Government Act 1972.

None.

Electoral Division(s) and Member(s) Affected

All.

CULTURE COMMITTEE - WORK PROGRAMME 2014-15

Report Title	Brief summary of agenda item	Lead Officer	Report Author
3 March 2015			
Service update	For noting	Derek Higton/Sally Gill	Various
Performance reporting (Quarter 3)	For noting	Derek Higton	Maggie Pape
Annual review of the County Council Cultural Strategy		Derek Higton	Peter Gaw
Future management arrangements for Rufford Country Park		Derek Higton	Steve Bradley
Arm's Length operating model – Libraries, Archives, Arts and Learning – Contract Award		Derek Higton	Peter Gaw
Independent Library Report for England – analysis and implications for Nottinghamshire		Derek Higton	Peter Gaw
Work programme			
28 April 2015			
Service update	For noting	Derek Higton/Sally Gill	Various
ACLS Priorities for 2015/16		Peter Gaw	Judith Dey
Work programme			
9 June 2015			
Service update	For noting	Derek Higton/Sally Gill	Various
Performance reporting (2014/15)	For noting	Derek Higton	Maggie Pape
Outside bodies report	For noting	Derek Higton/Sally Gill	Various
Work programme			
21 July 2015			
Service update	For noting	Derek Higton/Sally Gill	Various
Work programme			
To be placed			
Heritage Tourism – Year 1 update		Sally Gill	Heather Stokes
Biodiversity Offsetting – final report		Sally Gill	Heather Stokes
Sherwood Forest Visitor Centre – progress reports			
Idle Valley Management Board	Report from officer group	Sally Gill	Heather Stokes
Heritage Plan		Sally Gill	Sally Gill

Report Title	**Brief summary of agenda item**	**Lead Officer**	**Report Author**
Green Estate Strategy – progress reports on delivery		Derek Higton	Steve Bradley
Conservation Management Plan for Rufford Park		Derek Higton	Steve Bradley